

Kentucky HIV/AIDS Planning and Advisory Council

CODE OF CONDUCT

This Code of Conduct shall apply to all members of the KHPAC and to the KHPAC's standing committees, sub-committees, ad hoc committees and workgroups, which are collectively referred to herein as the "KHPAC."

Meetings are conducted according to Robert's Rules of Order. The length of time KHPAC members are allowed to speak may be limited. Use of cell phones and pagers are asked to be kept to a minimum.

Each KHPAC member/ meeting attendee shall cooperate with the presiding officer in preserving order and decorum as set forth in the KHPAC Bylaws. No member shall delay or interrupt the proceedings, or disturb any member while the member is speaking, except that the presiding officer may interrupt for the purpose of calling a member or members to order.

Members should be aware that they serve the interest of the State of Kentucky HIV/AIDS community as a whole. Members do not serve private or personal interests, and shall endeavor to treat all persons, issues and business in a fair and equitable manner. Accordingly, members are prohibited from lobbying the KHPAC or any member of the KHPAC regarding any matter that is of a personal nature.

Presiding Officers' Duties:

1. The presiding officer(s) are responsible for the orderly conduct of business at each meeting and shall preserve order and decorum.
2. The presiding officers shall ensure KHPAC business is conducted efficiently by enforcing the rules of debate; the presiding officer shall not monopolize discussion.

Governance Rules:

1. Remarks are addressed through the presiding officer, not to individual members or members of the public without the presiding officer's consent.
2. Members of the KHPAC may speak in turn as recognized by the presiding officer.
3. Members of the public may be permitted to address the KHPAC as appropriate and as recognized by the presiding officer.
4. When more than one individual requests the floor, the presiding officer shall establish a queue.
5. Time limits for speaking may be established by the presiding officer.
6. The presiding officer may restrict an individual from speaking when the individual's comments are repetitive or not germane to the issue. Restrictions shall not be applied so as to limit the public's right to participate.
7. KHPAC members may overturn a decision of the presiding officer by a majority vote.

General Conduct:

1. KHPAC members shall adhere to the Rules of decorum set forth in the KHPAC Bylaws.
2. Electronic communication devices shall be set on mute or vibrate.
3. At no time shall the presiding officer, a KHPAC member engage in any personally offensive or abusive remarks.
4. Members shall inform themselves on issues, listen attentively to discussion, and review relevant materials distributed prior to meetings.
5. There shall be no interruptions and no private conversations while business is conducted.
6. The presiding officer shall call any member to order who violates any section of this Code of Conduct. If a member is called to order while speaking, that person shall cease speaking until the question of order is determined.

Staff support personnel and State Health Department employees are present to assist the process, the presiding officer and KHPAC members. Support personnel and State HD employees are entitled to be treated with courtesy and respect. Accordingly, the presiding may issue warnings to KHPAC members/attendees and may also take other appropriate action to ensure compliance with this Code of Conduct and the KHPAC's Bylaws. Such action may be (but not limited to) removal from the meeting, suspension of member privileges, etc.

Members shall agree:

1. To refrain from engaging in improper or illegal voting on Partnership matters.
2. To refrain from engaging in improper or illegal representation as a member of the KHPAC on fiscal, legal and/or other KHPAC matters.
3. To refrain from engaging in fighting, threatening behavior and other gross violations of proper conduct at KHPAC or committee meetings.
4. To refrain from receipt of gifts, favors or promises of future benefits.
5. To refrain from engaging in any breach of the public trust.
6. To comply with the attendance requirements and other KHPAC requirements, as provided for in applicants orientation meeting and further set forth herein.
7. To refrain from engaging in any negligent or criminal activities in the performance of any duty assigned to them by law.
8. To comply with the KHPAC's Bylaws.

Any violation of this code of conduct may result in the KHPAC taking appropriate action against the KHPAC member, including but not limited to making a recommendation for the removal of member status.

I affirm that I have read, understand and shall abide by the Kentucky HIV/AIDS Planning and Advisory Council Code of Conduct.

Signature

Date